

TNI Board of Directors Meeting January 13, 2010

1. Roll Call and Approval of December Minutes

Directors	Present
Joe Aiello	X
Aaren Alger	X
Steve Arms	X
Judith Duncan	X
Jack Farrell	X
Ken Jackson	X
Tom McAninch	X
Sharon Mertens	X
Judy Morgan	X
Ken Olson	
Aurora Shields	X
Matt Sica	X
Alfredo Sotomayor	X
Dave Speis	X
Curtis Wood	X
Bob Wyeth	X
Ex-Officio Directors	
Brenda Bettencourt	X
Brooke Connor	X
George Detsis	X
Edward Hartzog	
Staff	
Carol Batterton	X
Jerry Parr	X
Ilona Taunton	X
Jane Wilson	X
Janice Wlodarski	X

Approval of December Minutes:

Motion: Judy Duncan
Second: Dave Speis
Approved: Unanimous

1. TNI Organization

The NELAP Board discussed the proposed re-organization in their December call. Comments received focused on what is meant by the LACB “management” of the program.

Steve read bullet points from NELAP meeting minutes:

1. Not any big differences – just seems to be a name change.
2. Purpose is to create an organization that better serves a broader group of stakeholders.
3. Concern expressed about “LASC manages the lab accreditation program”.
4. What does “grow the Program” mean?

5. Who is on the LASC Board and how are they selected?
6. NELAP needs more specific information and clarification on the role of the LASC Board
7. NELAP would like to see what Bylaws amendments will look like.

Jerry – all comments can be addressed.

Hold discussion until meeting in Chicago. On January 22, Jerry is expecting letter from EPA that will have a significant impact on this discussion.

When do we modify the Bylaws? A 2-step process. Goal: revised set of Bylaws to discuss in Chicago (Jerry). John Norman to send Jerry some of his notes to help with the Bylaws. People want to know that what they're doing is "legitimate" – they are being told to go ahead and do what they need to in order to get the program(s) together and want to know they actually have the authority to do that. Ask NEFAP to get their changes (proposed changes to the Bylaws) to Jerry and discuss in Chicago.

2. NELAP Resolution Process

A number of issues are developing relating to NELAP self-governance, primarily relating to a dispute resolution process. The NELAP Board will be discussing this in their call on January 20, but the TNI Board needs to be informed about current events.

The issues are bigger than just dispute resolution – they have to do with the NELAP Board being too closed, not transparent enough, making internal decisions with no oversight, perhaps making poor or possibly self-serving decisions. EPA Regions have been having discussions regarding concerns about all this. We are very close to getting a letter from the EPA regarding their participation in TNI, expressing concerns about the TNI Board not having enough (or any) oversight over the NELAP Board and what they are doing and the NELAP Board is internally focused and not managing the ABs the way they should be.

There has also been confusion over the dispute resolution process and who the resolution is being asked for as well as a possible issue that the NELAP Board has turned this into dispute resolution amongst themselves. We are looking for a neutral appeals process.

Aaren: The NELAP Board had decided to develop something within the ABs (Dispute Resolution between ABs) to address situations that arise for labs that may be interacting with multiple ABs. This could be an alternative to the Appeals process but not replace it (can't replace it but can run parallel to it). The lab can also use this process if the AB is not following the requirements of the standard relative to their processes and procedures. If the problem is with an actual Standard, that's where the Standard Interpretation process comes in.

Where are the checks and balances and oversight to make sure that everything is being run properly? Is there a larger problem, i.e., resources, which makes the ABs unable to meet the requirements, and therefore exceptions are being made to allow things to keep running? A finding and correction plan is different than changing the rules. We don't change the rules for labs – we modify the corrective action plan to accommodate their challenges and so they can do what they need to do to satisfy the correction action plan.

If the decisions that were made had been made under a more involved process – with the LASC, the Policy committee and the TNI Board -- everyone would have understood the reasons behind them and we would have been on more solid ground which is now not the case.

Other thoughts: We need to start thinking out of the box to approach some of these issues (i.e., lack of resources) in a more global way. Everyone needs to be aware of issues and involved in the decisions being made to address some of these issues. If there is an issue with a Standard that

continually comes up – change the standard. Have we set the bar too high? We keep adding stuff but don't take anything away. Is everything essential?

Discuss the letter in Chicago. Provide some a response to EPA with an action plan for the issues raised in the letter.

3. Chicago Meeting

The final schedule for the Chicago meeting is shown in Attachment 1. There are a few items for Board review highlighted in yellow. The agenda items shown in red have more details shown later in the agenda. This is a messy draft that will look a lot better in the final program.

Currently, a little over 200 attendees for the meeting, comparable to previous winter meetings.

Room block is only at 65-70% of contract; this means we need another 100 room nights. The impact of this fall out is currently unknown, but could mean \$10-15K in TNI shortfall.

Other comments:

- Ask the Hyatt contact to do the “Welcome to Chicago” session Monday morning.
- Keynote Address: History of Accreditation – Jerry has info that he can turn into a PPT.
- Move Dave Speis to last, before lunch. Only needs 20 minutes.
- Board Meeting Thursday Afternoon. Will set up a conference line for Steve Arms.
- New Meeting Tuesday 3pm – EPA's Cryptosporidium (sp?) program

4. Program Reports

See Attachment 2.

**Attachment 1
Detailed Schedule for Chicago Meeting**

	Event	Location
Monday, January 25		
9:00 – 12:00	General Session	Chrystal B
9:00 – 9:15	Welcome to Chicago	
9:15 – 10:00	Activities of EPA's Environmental Laboratory Advisory Board (ELAB), David Speis	
10:30 – 11:00	Keynote Address, Sharon Mertens	
11:00 – 12:00	Update on TNI, Jerry Parr	
1:30 – 5:00	ELAB Open Meeting	Chrystal B
1:30 – 5:00	Policy Committee	Chrystal A
1:30 – 5:00	Accreditation Body Committee	Chrystal C
5:30 – 7:00	Reception, Sponsored by Fluid Management Systems and PROMIUM The Club at 151	
Tuesday, January 26		
8:30 – 12:00	Assessment Forum	Chrystal A
8:30 – 12:00	Proficiency Testing (PT) Committee	Chrystal C
1:30 – 5:00	Assessment Forum	Chrystal A
1:30 – 5:00	PT Board	Chrystal C
1:30 – 5:00	Stationary Source Audit Sample Committee	Comiskey
Wednesday, January 27		
8:30 – 12:00	National Environmental Laboratory Accreditation Program (NELAP) Board	Chrystal A
8:30 – 12:00	Quality Systems Committee	Chrystal C
8:30 – 12:00	Information Technology Committee	Comiskey
1:30 – 5:00	Laboratory Accreditation Systems Committee	Chrystal A
1:30 – 5:00	Technical Assistance Committee	Chrystal C
1:30 – 5:00	On-Site Assessment	Comiskey
5:30 – 7:00	Exhibit and Reception	Chrystal Ballroom Foyer
Thursday, January 28		
7:30 - 12:00 Noon	Registration	Chrystal Ballroom Foyer
7:30 - 11:00 PM	Cyber Café	Chrystal Ballroom Foyer
7:30 - 8:30	Continental Breakfast	Chrystal Ballroom Foyer
8:30 – 12:00	Mentor Session	Chrystal B
8:30 – 12:00	Field Activities Committee and National Environmental Field Activities Program (NEFAP) Board	Chrystal C

8:30 – 12:00	Advocacy Committee	Chrystal A
8:30 – 12:00	Consensus Standards Development Board	Comiskey
1:30 – 5:00	TNI Board and Chairs Open Meeting	Chrystal A
1:30 – 5:00	Illinois Association of Environmental Testing Laboratories Open Meeting	Chrystal C

Friday, January 29

8:30 - 3:00	Workshop on the New TNI Laboratory Accreditation Standards	Chrystal B
8:30 - 3:00	ICP and ICPMS Training Course	Chrystal C

Environmental Laboratory Advisory Board (ELAB)

The Environmental Laboratory Advisory Board (ELAB) is managed in compliance with the Federal Advisory Committee Act (FACA) to solicit consensus advice from the environmental laboratory community. The recommendations ELAB provides to the Assistant Administrator of the Office of Research and Development; the Forum on Environmental Measurements, and the Environmental Protection Agency's (EPA's) Administrator includes issues such as:

Developing scientifically rigorous, statistically sound, and representative measurements; and

Facilitating the operation and expansion of a national environmental laboratory accreditation program.

All ELAB meetings are open to the public and any interested persons may attend at any time.

AGENDA

1:30	Opening Remarks, Roll Call and Approval of Minutes, Lara Autry and David Speis
1:45	General Workgroup Update, Judy Morgan
1:55	Update on ORCR SW-846 Methods Policy, David Speis
2:20	Comparison of Drinking Water Certification Program and TNI Standard, Gary Dechant
3:30	Proficiency Test Discussion, Reza Karimi
4:00	Open Discussion
4:50	Review Action Items, Lara Autry

Assessment Forum

TNI's Assessment Forum is structured to provide an opportunity for laboratories and laboratory assessors to share information on how to improve the laboratory assessment process

AGENDA

8:30 AM	Introductions, Objectives and Agenda, Jack Farrell
9:00 AM	Summary of Discussion and Feedback from last Assessment Forum on Consistency, Silky Labie
9:20 AM	Consistency Improvement Task Force Presentation, Alfredo Sotomayor
10:30 AM	Assessing Continuous Improvement, Bob DiRienzo
1:30 PM	Updates on Methodology and Initiatives <ul style="list-style-type: none">• Clean Water method clarifications and updates, Lem Walker (by phone)• SW-846 method clarifications and initiatives, Kim Kirkland• Drinking Water methods and flexibility, Greg Carrol

3:30PM Topics of Confusion for Assessors and Laboratories, Bob DiReinzo and Silky Labie

- Conducting Root Cause Analysis
- Adequate Traceability

4:15PM Open Forum Discussion

4:45PM Closing Remarks – Next Steps, Jack Farrell

Illinois Association of Environmental Testing Laboratories

The Illinois Association of Environmental Testing Laboratories is a trade association whose goal is to improve the success of environmental laboratories in Illinois

AGENDA

1:00 The Role of the State Lab Association in the Environmental Testing Industry

- Jan Wilson OELA Oregon Environmental Lab Association
- Peter Priniski, MELA - Michigan Environmental Lab Association
- Judy Graves, NYAAEL - New York Association of Approved Environmental Labs & PaAAEL - Pennsylvania Association of Approved Environmental Labs
- Stacie Metzler, Virginia Lab Practices Committee

3:30 The Role of the State Lab Association in the Environmental Testing Industry (Cont.)

- Paul Junio, WELA - Wisconsin Environmental Lab Association
- Jarrett Thomas, IAETL – Illinois Association of Environmental Testing Labs

4:00 Illinois Accreditation Program Update, Ron Turpin, Illinois EPA

TNI Board and Committee Meetings

Most of the work of TNI is done by volunteers working on committees or boards tasked with specific functions. The following Boards and Committees will have open meetings:

Accreditation Body Committee, Chair, Joe Aiello

Advocacy Committee, Chair, Judy Duncan

Consensus Standards Development Program (CSDP) Board, Chair, Robert Wyeth

Field Activities Committee, Chair, Marlene Moore

Information Technology Committee, Chair, Art Clark

Laboratory Accreditation System Committee, Chair, June Flowers

National Environmental Field Activities Program (NEFAP) Board, Chair, Aaren Alger

National Environmental Laboratory Accreditation Program (NELAP) Board, Chair, Marlene Moore

On-Site Assessment Committee, Chair, Denise Rice

Policy Committee, Chair, Alfredo Sotomayor

Proficiency Testing (PT) Board, Chair, Eric Smith

Proficiency Testing (PT) Committee, Chair, Kirstin McCracken

Quality Systems Committee, Chair, Paul Junio

Stationary Source Audit Sample (SSAS) Committee, Chair Maria Friedman

Technical Assistance Committee, Chair, Betsy Kent

Each Board and Committee will announce their agenda at the beginning of the meeting. All meetings are open to all attendees.

Mentor Session: Detection and Quantitation Limits

8:30 Concepts of Detection, Richard Burrows

9:15 TNI Limit of Detection, Brooke Connor

10:30 Verification Options for LOD, Richard Burrows

11:15 Suggested Procedures for LOQ, Brooke Connor

Workshop: The New TNI Laboratory Accreditation Standards

The National Environmental Laboratory Accreditation Program (NELAP) has adopted for use within the program four new accreditation standards. The new standards will replace the 2003 NELAC standard and will be implemented in 2011. All NELAP-accredited laboratories will need to comply with the new requirements by July 1, 2011. This workshop will review in detail the standard applicable to laboratories, briefly review the other three standards, and present the plan for implementation.

AGENDA

- 8:30 Introduction and Implementation Schedule, Jerry Parr
- 9:00 Proficiency Testing Requirements, Kirstin McCracken
- 10: 30 Quality System Requirements, Paul Junio
- 1:00 Interpretations and Clarifications to the Standard
- 2:00 Requirements for Accreditation Bodies, Jerry Parr
- 2:30 Changes to the On-Site Assessment Process

Exhibitors

Absolute Standards
Astoria-Pacific
Environmental Resource Associates
ESS
Fluid Management Systems, Inc.
Horizon Technology
Laboratory Data Consultants, Inc.
ManSci
NSI Solutions, Inc.
Perry Johnson Laboratory Accreditation, Inc.
Quantum Analytics
PROMIUM
R.T. Corporation
Varian
Wibby Environmental

**Attachment 2
Program Reports**

January 11, 2010

Consensus Standards Development

- CSDB did not meet in December.
- SSAS with working on FAQs central database. SSAS also formed a new subcommittee that will review historical audit sample data for an update of the SSAS table.

TNI NELAP Board

- The NELAP Board voted to renew OR as a NELAP Accreditation Body.
- MN submitted their application for recognition as an AB at the end of December. The NELAP Board is waiting for word on the EPA team member before finalizing the evaluation team. The application has been reviewed for administrative completeness by the Evaluation Coordinator.
- IL still has not completed the corrective actions identified in the evaluation report and has asked for another extension. No action taken by the NELAP Board yet.
- The NELAP Board is discussing transition of VA labs to VA for primary accreditation.
- The NELAP Board approved the new non-potable FoPT tables.
- The NELAP Board has approved a policy for secondary recognition. This will forwarded to the Policy Committee for review. A draft policy for dispute resolution is under discussion.

Advocacy Committee

- The next newsletter is scheduled for publication in April 2010.
- The Advocacy committee has proposed a joint workgroup with members from Advocacy, LASC, and the NELAP Board to work on the EPA dispute resolution issue.
- Several members of the Advocacy Committee will meet with Greg Carroll, EPA OW, at the Chicago meeting to discuss cryptosporidium accreditation.
- The Advocacy Committee will discuss the elements of an outreach plan to encourage states to become accreditation bodies at their next meeting.

Technical Assistance Committee

- The TAC Detection and Quantitation subcommittee has developed a powerpoint presentation and guidance document for LOD/LOQ determination to deliver for comment at the Chicago meeting. Jerry is working with the subcommittee to add a TNI disclaimer statement to the work products.
- The draft regional training schedule for new standards is attached. A work group will be going over the slides with Jerry next week.
- Jack Farrell has organized the assessment forum for Chicago which will include continued discussion of assessor inconsistencies.
- The SOP for training credit at TNI Assessment forums will finalized soon and send to the Policy Committee.

**Regional Meetings on New TNI Standards
(Schedule by date)
DRAFT**

Location	Date	Local Contact	Potential Sponsor(s)
Chicago, IL	1-29-2010 (Winter meeting)	Jeff Loewe Jerry/Carol	Illinois Lab Assoc.
Orlando, FL (PittCon)	March 2 or 4, 2010	Jerry	FSEA
Syracuse, NY	March 15, 2010	Judy Graves	NY/PA AAEL
Region 2 (Edison, NJ)	March 23, 2010	Kevin Kubik and Aaren Alger	EPA Region 2, NJ DEP? PA DEP?
Region 1 (Boston, MA)	March 25, 2010	Art Clark, Bill Hall, Anne Marie Allen	EPA Region 1/NH DES, and ???
Taylorville, UT	April 29, 2010	Dave Mendenhall, Krisitn Brown	UT
Salem, OR	May 13, 2010	Keith Chapman	Oregon Lab Association
St Petersburg Beach, Florida	May 26, 2010	Betsy Kent	FSEA
Dallas, TX	Early June	Steve Stubbs/Dana White/Marvelyn Humphrey	WEAT/TCEQ/EPA Region 6
Somewhere, CA	June 2010	Jerry/Brenda Bettencourt	Region 9
Washington, D.C (TNI summer meeting)	August 15, 2010	Jerry/Carol	Washington, D.C (TNI summer meeting)
Topeka, KS	Sept. 1, 2010	Mike Bader, Dennis Dobson	KWEA/KSAWWA KDHS

Laboratory Accreditation System Committee

- Standards Interpretation Request process:
 - 3 requests were received in December. Expert committee and Board responses are running behind, but each group will be contacted this week for a timing update.
 - The Standard Interpretation SOP has been updated and has been forwarded to the Policy Committee for finalization. The process now reflects the current procedure and an LASC feedback step has been added.

- The committee is looking at adding committee members – 2 ABs and 1 lab. Candidates are being contacted.

PT Board

- The PT Board reviewed and approved two documents A2LA prepared for SSAS:
 - R303 General Requirements: NELAC Proficiency Testing Provider / Stationary Source Audit Sample Provider Accreditation Program
 - C315 SSAS Audit Checklist: TNI Stationary Source Audit Sample Provider Accreditation Program.
- The Chem FoPT Subcommittee is continuing to work on limit updates. The group completed the update to the Drinking Water FoPT table. The table includes experimental analytes and the initial analytes that were reviewed before focusing on experimental analytes. The table has been forwarded to the PT Board for review and approval at their January 21, 2010 meeting. The group is now working through the NPW FoPT table.
- Patrick Yellin approached the Board about setting PT limits for low level mercury and low level total residual chlorine. The NPW FoPT table has been updated to include both of these analytes and it has been approved by the NELAP Board. The effective date is January 4, 2010. The NELAP Board Chair, Aaren Alger, commented: The NELAP ABs believe that they cannot require that a lab perform either of the "low level" concentration PTs that appear to be added at the USEPA DMR-QA's request. The reason being that we can only require a laboratory to analyze one PT per Field of Accreditation (defined as matrix-technology-analyte). If a laboratory performs the "regular level" concentration PT, this would meet the requirement. We are planning to handle this issue similarly to the interpretation for the low-level and medium-level concentration PTs in the Soils tables.

The PT Board will work on assigning different TNI EPA analyte codes to the low level mercury and low level total residual chlorine to facilitate the automated loading and processing of PT results by ABs.

- The Board responded to 2 Standard Interpretation Requests. They are still working on 3 additional responses.

NEFAP

- The NEFAP Board and four subcommittees have continued to meet:
 - Evaluation and Selection of ABs – The main discussion topic has been equivalency between ILAC signatory ABs and non-ILAC signatory ABs. An accreditation outline has been prepared and will be presented in Chicago.
 - Development of Operational Policies and Procedures – The group has reviewed various TNI and NELAP procedures for inclusion in the NEFAP program. A number of SOPs are being prepared and they will be reviewed in Chicago.
 - NEFAP Board Procedures – Dispute resolution and nomination procedures are being completed. They will be reviewed in Chicago.
 - NEFAP Strategic Planning (includes focus on budget) – A listing of potential revenue and expenses will be completed before Chicago.
- The NEFAP Board would like to know what the timing is for the update of the By-Laws. John Moorman has been reviewing the By-Laws to prepare a recommendation for necessary additions and changes.
- An MOU was drafted for the Lead Program and it was reviewed by EPA legal. They had some questions and Erik has rewritten the document. He is now getting feedback from EPA management. Marlene mentioned that a number of NELAP documents have been referred to in the update and that is why the NEFAP Board is working hard to prepare their own documents for reference.

FAC

The Environmental Lead Subcommittee has been working on preparing flow charts to summarize Tier II process. A presentation is being planned for Chicago.

Information Technology

- Conference call schedule for January 14 to discuss migration of database to TNI server.

Membership

- Active Members: 626